

**PCS TRAVEL CLAIM CHECKLIST**

NAME \_\_\_\_\_ UNIT \_\_\_\_\_ MBR WORK EXT \_\_\_\_\_ BOX \_\_\_\_\_

PROVIDE YOUR E-MAIL ADDRESS TO RECEIVE A COPY OF YOUR SETTLED VOUCHER

\_\_\_\_\_

**PCS CLAIMS**

- \_\_\_\_ Name and SSN are correct on the order and the DD 1351-2.
- \_\_\_\_ Advances or partial settlements must be annotated in Block 9 of the DD 1351-2.
- \_\_\_\_ Appropriate box in Block 18 of the DD 1351-2 is marked if member traveled by POV.
- \_\_\_\_ Annotate on the DD 1351-2 if two POVs were utilized.
- \_\_\_\_ Submit ORIGINAL 1351-2 and one copy of all orders, modifications, and receipts.
- \_\_\_\_ Submit all receipts for travel or reimbursable expenses that exceed \$75.00.
- \_\_\_\_ Copies of receipts consolidated on one sheet of paper are preferred.

**TEMPORARY LODGING EXPENSE**

- \_\_\_\_ Submit a completed MCB 7200/16 (TLE Worksheet). See enclosure (9).
- \_\_\_\_ Submit itemized lodging receipts or a Statement in Lieu for lodging.

**DEPENDENT TRAVEL**

- \_\_\_\_ Complete Blocks 12, 13, and 14 of the DD 1351-2.
- \_\_\_\_ If Block 14 of the DD 1351-2 is marked "NO", explain why.
- \_\_\_\_ Dependent travel must be authorized in the member's orders.
- \_\_\_\_ Submit a 2<sup>nd</sup> itinerary if dependent travel is different from the members.
- \_\_\_\_ Submit DLA certification if married to an active duty spouse.

**DLA**

- \_\_\_\_ Ensure Blocks 6 and 9 of the DD 1351-2 have dependents old and new physical address.
- \_\_\_\_ For payment of DLA own-right, submit a DLA own-right certification. Provide old and new physical address.
- \_\_\_\_ Complete Block 14 of the DD 1351-2. If Block 14 of the DD 1351-2 is marked "NO", explain why.
- \_\_\_\_ Submit DLA certification if married to an active duty spouse.

**TAD ENROUTE**

- \_\_\_\_ Submit orders with TAD appropriation data that authorizes TAD.
- \_\_\_\_ Submit reporting and detaching endorsements from the TAD site.

**SUPPLEMENTAL CLAIMS**

- \_\_\_\_ A new DD 1351-2 is filled out with "Supplemental" and reason written across itinerary.
- \_\_\_\_ Submit a copy of the original DD 1351-2, computation sheets, and one (1) copy of all orders and endorsements.
- \_\_\_\_ All previous payments and advances are annotated in Block 9 on the DD 1351-2.

**SPLIT PAY OPTION**

- \_\_\_\_ Annotate on the DD 1351-2 the amount elected to be paid the government credit card account. At a minimum, the Finance Office will pay the amounts for transportation, lodging, and rental car to BOA for members identified as GTCC holders.

MARINES THAT WANT THEIR ENTITLEMENTS TO GO TO A DIFFERENT ACCOUNT OTHER THAN THEIR REGULAR DIRECT DEPOSIT ACCOUNT MUST COMPLETE AN ELECTRONIC FUNDS TRANSFER (EFT) FORM.

The administrative unit must review all PCS claims before being submitted to the Travel Section, Finance Branch.

Administrative Section certification and date \_\_\_\_\_  
Telephone: \_\_\_\_\_